Welcome new students, and welcome back returning students! As you begin a new and challenging academic year, we would like to remind you of the academic services that are here to help. The goal of Student Academic Services is to provide you with the support you need to fulfill the administrative requirements of your academic career. With that in mind, we hope this newsletter will serve as one more tool to aid you in fulfilling your administrative obligations.

Student Academic Services, comprised of the University Office of the Registrar (including Space Management and Graduation) and the University Office of Financial Aid, is here to serve as your source of information. If you have a question about registering for classes, reviewing grades and clinical evaluations, applying for financial aid, obtaining information about alternative financing options and debt management programs, reserving study space, requesting space for student organization events, applying for graduation, ordering regalia and Commencement tickets, and all related matters, we are here to help.

Our offices are open five days a week, and we are available 24/7 on the web and at the email addresses noted below.

Financial Aid and Registrar Contact and Walk-in Hours
Monday through Friday: 8:30 a.m. to 5:00 p.m.

Financial Aid
215-955-2867
financial.aid@jefferson.edu
http://www.jefferson.edu/financial_aid/

Registrar
215-503-8734
university.registrar@jefferson.edu
http://www.jefferson.edu/academic-affairs/tju/academic-services/registrar.html

Commencement/Graduation
graduation@jefferson.edu
http://www.tju.edu/commencement/

Room Reservations
roomrequest@jefferson.edu
http://www.jefferson.edu/academic-affairs/tju/academic-services/registrar/resources/room_rsvp.html

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General Announcements

University Committee of Student Advisors

As defined in the Committee’s Mission Statement:

“The University Committee of Student Advisors (CSA) is comprised of student representatives from each of the academic divisions (College/Schools/Departments) of Thomas Jefferson University and administration from the University Offices of Financial Aid, Housing, Registrar, Tuition/Cashiers, JeffIT, Activities/Wellness Center, and Bookstore. Other members of TJU’s administrative structure are invited to meetings on an ad hoc basis. CSA students serve as liaisons to assist the administration in disseminating important, helpful, and accurate information and in providing constructive feedback from their student colleagues. CSA members meet monthly to discuss current policies and procedures, develop suggestions and strategies, and initiate and implement community-based projects in and around Jefferson.”

Students can become a member of CSA by being nominated by a member of the faculty or administration or by self-selection. If you are interested in joining this Committee, we welcome you to contact Dr. Raelynn Cooter at Raelynn.Cooter@jefferson.edu. In addition to providing your name, please let her know the academic division you will be representing.

Adopt a Family for the Holidays

From November 1, 2012 through December 7, 2012, support the holiday gift drive to benefit families served by My Sister’s Place, Interim House West, and JJC Family Services agencies—organizations that support women and children in transition and provide support services for family members in need. This project is sponsored by the University Committee of Student Advisors. For more information or if you’d like to volunteer, please email: Meredith.Graban@jefferson.edu

Voter Registration – It's still not too late!

Remember, Election Day is on Tuesday, November 6. If you are not registered to vote, there is still time to complete the paper work. Most states still require paper registration by mail. Information about registration is listed below.

Pennsylvania: voter registration must be postmarked by October 7, 2012

www.VotesPA.com

New Jersey: voter registration must be postmarked by October 16, 2012

nj.gov/state/elections/voting-information.html

Delaware: voter registration must be postmarked by October 13, 2012

elections.delaware.gov/

A campus voter registration drive will be occurring until October 16. Please refer to the informational email sent to all students on September 26, 2012 regarding voter registration or stop by one of the locations below to pick up registration materials:

Activities Office: B 67 Jefferson Alumni Hall
Residence Halls: Lobbies of Barringer, Orlowitz and Martin
Office of Student Life: 1120 Edison Building
Financial Aid Office: G-1 College Building Hallway
Herbut Aud. Bulletin Board: Ground Floor College Building

Important Dates and Deadlines

2013 Graduation/Commencement Ceremonies

Wednesday, May 29, 2013
The Pennsylvania Convention Center
Time: 10:00AM
Jefferson School of Health Professions
Jefferson School of Pharmacy
Time: 2:30PM
Jefferson School of Nursing

Thursday, May 30, 2013
The Kimmel Center
Time: 10:30AM
Jefferson Graduate School of Biomedical Sciences
Jefferson Medical College
Jefferson School of Population Health

Online Graduation Application

Dear Class of 2013: Congratulations on your upcoming graduation! The online graduation application will be available on Banner Web in early October for students graduating during the current academic year. This includes students planning to graduate in December 2012, May, 2013 or August, 2013. An email notice will be sent when the site becomes available directing you to https://banner.jefferson.edu to apply for graduation. Please remember that you can only access the application if you are scheduled to graduate on one of the dates noted at left.
Study Space Reservations at TJU

The purpose of this Protocol is to provide you with helpful information about how to request academic study space at Thomas Jefferson University.

At this time, the current Study Space Protocol is as outlined below. As Jefferson’s academic and space needs continue to transition, this Protocol will be amended as required. We will distribute study space updates to all students via e-mail as they become available.

- Up to eight classrooms in Hamilton (depending on classes and other events) will be provided as study space between the hours of 8 am and 2 am.
- Six classrooms will be available for specific reservations of up to four hours during the day and up to six hours after 5:00 pm if the study group includes at least five people. Two rooms will be designated as general “open study” rooms. Students using classrooms as study space must show their Jefferson ID, sign in at the Security Desk, indicate in which room they will be studying and sign-out when they leave. Students who do not sign-out maintain responsibility for that room.
- Smaller groups may use the two quiet open study spaces. A list of the rooms designated as open study space will be posted at the Hamilton security desk.
- To accommodate all requests, written requests for study space rooms for groups of five or more must be submitted to roomrequest@jefferson.edu one week prior to your study period. Requests must include the following (incomplete requests will not be processed and delays scheduling): Desired study dates for one week only through the next Sunday, start and end times, number of attendees with names of at least five participants, requestor’s/contact’s name, phone number, and College/School [JGSBS, JMC, JSHP, JSN, JSP, or JSPH], and requestor’s Jefferson email address.
- Visit V-EMS for space availability http://xvm25.jefferson.edu/virtualemscampus/BrowseForSpace.aspx
- Additional study space is available in the Scott Library and Jeff Hall; listing and request forms can be found at http://aisr2.jefferson.edu/Students/.

Please remember: Students are expected to courteously leave all classrooms when asked to do so to allow cleaning of those rooms. Students will then be allowed back in and are responsible for the room being ready for classes the next day. If there are three or more complaints about rooms being left in disarray and not ready for classes the next day, then providing Hamilton classrooms as study space cannot be continued.

Student Organization Room Reservations

Do you need a space for your event?* Just follow these steps!

1. Submit your completed event request to the Activities Office at Kimberly.Graham@jefferson.edu for event approval (include: student organization, name, date, start/end time, desired space, event name, number of attendees, requestor’s name/number/Jeffer son email, College/School affiliation).
2. The Activities Office will respond to the requestor and Academic Space Management with an event approval.
3. Academic Space Management will respond within two to four business days via email with a room confirmation. Last minute requests are subject to available resources and may not be processed. Need a suggestion of which space to reserve? Try one of these:
   *Bluemle Life Sciences Building (BLSB); Rooms 101 & Lobby, 105, 107; Jefferson Alumni Hall (JAH); Rooms 139, 207, 307, 407, Cafeteria, Eakins Lounge, The Courtyard, Solis-Cohen Auditorium, Brent Auditorium, the Mezzanine open space and Rooms M-21, M-23, M-24, M-25. Hamilton rooms are not available for student organization events.

Online Registration for Spring 2013
(please note these are anticipated dates)

- JSPH
  November 1, 2012
- JGSBS
  November 5, 2012
- JSN/JSHP/JSP
  November 12, 2012
- JMC
  Please refer to the Class Organization site on Pulse for add/drop dates for rotations.
FAFSA Application and NEW IRS Data Retrieval Tool – How Does This Affect You?

Beginning July 15, 2012, for the 2012-2013 and for the 2013-2014 award year ALL FAFSA applications including applicants and parents of dependent applicants who indicate they have filed or will file a 2012 federal tax return will be directed to use the IRS Data Retrieval Tool to report and/or update their income information on the FAFSA.

The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA). Students and parents may transfer the data directly into their FAFSA. Applicants must have filed their federal income tax returns before they can use the IRS Data Retrieval Tool. The IRS Data Retrieval Tool can be used 1-2 weeks after the federal income tax return is filed if the return is filed electronically and 6-8 weeks after filing a paper return.

If you are eligible to use the IRS Data Retrieval Tool, you will be required to use this process or be subject to the Federal Verification process. Your financial aid award cannot be finalized (processed or disbursed) until the Verification Process is complete. We highly recommend using the tool for several reasons:

- It's the easiest way to provide your tax data.
- It's the best way of ensuring that your FAFSA has accurate tax information.
- You may not need to provide a copy of yours or your parents' tax returns.
- If you do not use the IRS Data Retrieval Tool to provide tax information, you will be required to obtain an official tax transcript from the IRS.

Applicants must have a valid Social Security Number and FAFSA PIN to use the IRS Data Retrieval Tool. The applicant will need to authenticate himself or herself to the IRS in order to use the IRS Data Retrieval Tool. Students and parents must use the tool separately for their respective income tax returns.

If the applicant allows the data to be transferred from the IRS Data Retrieval Tool to the FAFSA without modification, the transferred data will not be subject to verification. This will reduce the likelihood that the applicant's FAFSA will be selected for verification, potentially saving the applicant time and hassle.

If an applicant does not use the IRS Data Retrieval Tool and the applicant's FAFSA is selected for verification, the applicant will be required to complete IRS Form 4506-T, Request for Transcript of Tax Return, during verification, which may take the IRS 30 days to process.

2012-2013 Fall, Spring, Summer Financial Aid Disbursement Dates

To better assist you with your financial aid planning, the University Office of Student Financial Aid has posted to our website the 2012-2013 financial aid disbursement dates for each school. Also posted on the disbursement schedule is the expected “refund” date for which any overage of financial aid remaining [if applicable] after satisfying your semester tuition obligation, will be available. The disbursement and refund schedule for your school can be found at http://www.jefferson.edu/financial_aid/process/disbursement.cfm.

If you would like to reduce your loan funds for an upcoming term, the Financial Aid Office asks that you notify the office at least one month prior to your disbursement date. Please send an email to financial.aid@jefferson.edu using your Jefferson email account, and indicating the current disbursement amount and the amount you wish to revise it to. If you have any questions regarding this process, contact the office at (215) 955-2867.

Federal Work Study Update

For the third straight year, Federal Work Study (FWS) funding has decreased nationwide which means colleges and universities have received a reduced FWS award for the 2012-2013 year. While this has fostered increased limitations in the awarding of FWS, this program continues to be a wonderful mechanism for students to earn funds to pay for educational expenses and gain valuable work experience. This is a need-based program that requires students to complete the FAFSA and all other financial aid related application materials.

While FWS is extremely popular, limited federal funds have required some tough decisions as to the awarding of these funds. To maintain equity in the awarding of funding, comparable to other funding programs, it has been necessary to award FWS on a “first come, first served” basis. Contingent upon available funding, every effort has been made to provide priority to students who are returning to the same job and all students with very high financial need.

Unfortunately, additional awards cannot be made once funding is exhausted. All funding was exhausted as of September 15, 2012. If you have been awarded FWS and do not think you will be able to earn the entire allocation, please contact the Financial Aid Office so these funds may be reallocated to other students.